

United Brethren  
in Christ  
Foreign Missionary  
Society

---

Missionary  
Manual

BX9878  
.76.A53

# Library of The Theological Seminary

PRINCETON • NEW JERSEY



PRESENTED BY

Rufus H. LeFevre

BX9878

.76.A53

PHOTOMOUNT  
PAMPHLET BINDER  
PAT. NO.  
677198  
Manufactured by  
GAYLORD BROS. Inc.  
Syracuse, N. Y.  
Stockton, Calif.

# The MISSIONARY MANUAL



FOREIGN MISSIONARY SOCIETY

*United Brethren in Christ*

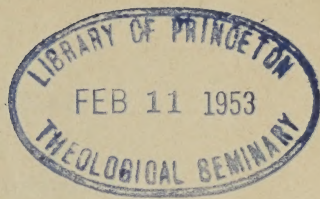
1409 U. B. Building

DAYTON, OHIO

1924







# The MISSIONARY MANUAL



FOREIGN MISSIONARY SOCIETY  
*United Brethren in Christ*  
1409 U. B. Building  
DAYTON, OHIO  
1924

3155



# THE MISSIONARY MANUAL

## Foreword

## Introduction

The Reason for the Missionary Movement  
The Purpose of the Manual

## Chapter I—Organization

Name  
Functions  
Organization and Duties  
A Foreign Mission Conference  
Superintendency  
Reports  
The Mission Council  
Delegates to General Conference  
Powers and Duties of a Foreign Mission Conference

## Chapter II—The Missionary

The Call  
Qualifications  
Application Forms  
Ordained Missionaries  
Medical Missionaries  
Educational Missionaries  
Wives of Missionaries  
Interview with Board Officers  
Designation to a Field  
Outfit  
Return of Outfit  
Consecration Service  
Passports  
Making the Journey  
The Mastery of the Spoken Language  
Remuneration for Outside Work  
Resignation of Missionaries  
Traveling Expenses for Children  
Salary



Allowances  
The Term of Service  
Furlough Travel  
Furlough Allowances  
Work at Home  
Vacation on the Field  
Medical Expenses  
Safe-guarding the Native Church  
Personal Correspondence

### **Chapter III—The Mission Council**

The Necessity of Unfailing Good Will  
Organization  
Supervision  
Functions  
Assignment of Work  
Reports  
Estimates  
Special Appeals  
Transfer of Funds on the Field  
Mission Treasurer  
Property  
Control of Property



## FOREWORD

This Manual of regulative principles has been prepared in response to the needs of the Foreign Mission Board and the missionaries on our five foreign fields after many years of service with nothing more explicit than the provisions in the general church discipline.

The principles set forth in this Manual bearing on the Board's relation to the missionaries and to the fields, and on different practical points in the conduct of missionary work have been adopted in harmony with the general church discipline, the practices of the Board, and the established methods already practiced on the fields.

Manuals of other Boards have been freely consulted and in some instances sections adopted verbatim. This has been done because these Manuals contain statements of principles discovered in the experiences of all the Boards and their missionaries wherever engaged in modern missionary enterprises.

## INTRODUCTION

### **The Reason for the Missionary Movement**

The impelling reason for the missionary movement lies in the believers' constantly increasing appreciation of the revelation given by our Lord Jesus Christ; of God as a loving Heavenly Father; of Himself as Lord and Savior; of the Holy Spirit as an abiding Paraclete; of our Lord's thought of mankind as a mutually helpful brotherhood; and of His own desire and expectation that those believers who have come to know the joy of the Christian life should seek to bring others into the experience of forgiveness of sins and fellowship with Him.

The second reason lies in the desire to cooperate in the supreme and controlling aim of foreign missions which is "to make the Lord Jesus Christ known to all men as their divine Savior, and to persuade them to become His disciples; to gather these disciples into Christian churches, which shall be self-propagating, self-supporting, and self-governing; to cooperate, so long as may be necessary, with these churches in the evangelization of their countrymen and in bringing to bear on all human life the spirit and principles of Christ."

### **The Purpose of the Manual**

The Board of the Foreign Missionary Society is not an ecclesiastical body, but it does have responsibility for the conduct of the missionary work in the foreign fields; for the fitness of candidates selected for missionary appointment and for their relation to that work; for the general principles upon which that work is developed; for the maintenance of the purity of doctrine promulgated by its missionaries in the foreign fields; for the wise and economical use of all funds contributed for the support of this work; and for the security of all mission property and funds held in trust for the United Brethren Church.

This Manual is prepared for the use of the Board and its missionaries. It is not a contract and the Board re-

serves the right to modify or change it as in its judgment it may seem wise.

It is the general policy of the Board to interfere as little as possible in matters that may properly be regarded as items of internal administration in the Missions on the fields, but it reserves the right at any time to call for modifications of any action or policy of a Mission.

This Manual is designed to cover the points with which the Board concerns itself in relation to the Mission and the missionaries.

Candidates and missionaries are urged to familiarize themselves with the Manual and carefully to conform to its regulations in order that confusion and friction may be avoided. When in doubt, it is well to consult the Manual and concerning points not covered by it, or not made clear by it, to write for information to the Secretary of the Board.

The Board recognizes this work of Foreign Missions as a great spiritual undertaking. Their only desire is to discharge with faithfulness and humility the responsibility laid upon them by the Church. They are aware that only in so far as complete harmony is maintained between themselves and the missionaries and among the missionaries themselves, can the Missions of the Church realize perfectly the will of God. All missionaries should be deeply conscious that these harmonious and happy relations depend far less on formal rules than on their common experience of Christian love which inspires forbearance and patience. As an aid in fostering such harmony this booklet is prepared. Those who have devoted their lives utterly to the giving of the Gospel of Christ to the world and who go forth in His Spirit of self-sacrifice and service, will not look upon these regulations in the light of irksome laws, but in the light of guides to a harmonious working-out of the plan of God through His Church.



## CHAPTER I

### ORGANIZATION

This chapter of the Missionary Manual has not been printed:

First, because it was a verbatim copy of the ruling and law of the Church as recorded in the Discipline of the Church of the United Brethren in Christ.

Second, because the committee desired to eliminate the unnecessary expense of reprinting what the Discipline already contained.

Every missionary of the United Brethren Church should have a copy of the Discipline of the Church of the United Brethren in Christ. He will find in the chapter entitled "The Foreign Missionary Society" the rules and regulations governing the action and administration of the foreign mission work. The name, function, membership, organization, duties, superintendency and reports are all set forth. It is important that every missionary be familiar with the information contained in this chapter of our Church Discipline. The Missionary Manual does not abrogate any part of the Discipline but amplifies and supplements what is contained therein for the better understanding of all who are connected with our foreign missionary work and its administration.

See the chapter in the Discipline on "The Foreign Missionary Society."

## CHAPTER II

### THE MISSIONARY

#### The Missionary Call

To win outstanding success in any field the workman needs to feel that his particular task is God's will for him. The call to evangelize the world is a call to every member of the Church of Christ. Manifestly, every member cannot be a foreign missionary, and it is God's plan that certain ones should be set apart for this work. To some, the Spirit of God has spoken directly, manifesting His will for them to undertake the task; to others, the call comes through the appeal of the need of millions of their fellow men for whom Christ died; and to others, the call is simply a command that is given to the Church and which they have no reason not to obey. It is a call to a life of self-sacrifice and humble service.

It is assumed that persons considering service in the foreign field understand that it is a life of self-sacrifice at each step of the way. Yet thousands of missionaries are giving up their own language, attractive homes in healthful communities, congenial social relations; giving up parents and children, and going where they will for years be denied the joys of these common blessings.

On the other hand, the Mission Board and the Mission Council will make every reasonable effort up to the full limit of their resources to protect the missionary from the danger arising from travel or unfriendly climate and seek in every possible way to create such working conditions that he or she may not only bring forth fruit, but much fruit.

#### Qualifications

Since in all our mission fields, except Japan, which presents its own particular health problems, there is a very

long, hot season, persons looking forward to service in these fields should be able to pass a physical examination equal to that of a first class insurance risk.

The preparation of a missionary for his work during the first years of his service on the field, involves the Church in an expenditure of thousands of dollars. For this reason, every precaution is taken to commission only those persons as missionaries who will probably be able to endure the climate, and who are adapted by temperament and training to the difficult task.

As the acquisition of a free use of the language of the country to which one is sent is absolutely essential to the highest usefulness, in all ordinary appointments the person considered should not be above thirty years of age and should have already proved by previous language study that he has at least average natural ability in the acquiring of a language.

Adequate education is a necessary qualification for appointment. In general, for professional missionaries, a college education is required, with added professional or technical training. In some departments of the work only those having the highest training can serve acceptably. Lay missionaries and women missionaries should have a college education, or its equivalent, and it is desirable that they have special training in the study and teaching of the English Bible.

Intellectual attainment without refinement is not adequate preparation. The cultivated leaders of life and thought in most of the fields in which we operate are highly educated, often in America or Europe, and the missionary must be exceptionally gracious in his manners or he will seem to the people to be a barbarian. No slipshod mental equipment can meet them with any hope of helping them for they are alert, keen and eager.

All through his life a missionary must watch with care his attitude toward other members of society, since much



of his service is among those who are vulgar and those who are servile, and unless he live near to God and exercise watchful self-discipline, his own habits may become vitiated.

### **Application Forms**

In order that the members of the Executive Committee may act in the light of the fullest possible knowledge when counselling with persons concerning work abroad, a question form has been prepared that suggests the information that is most desired in regard to age, health, temperament, education and religious experience. These forms are self-explanatory and may be had from the General Secretary.

Persons using these forms are asked to send a list of names of professors, pastors or co-workers in Christian service who have had unusual opportunity to know the candidate well and whose judgment can be sought.

All the facts set down in the Forms as well as all testimonials forwarded will be regarded as confidential where such a desire is expressed.

Before a missionary is definitely appointed, as a measure of protection to the applicant as well as the Board, a physical examination is required by some physician approved by the Board. The Forms previously mentioned suggest the questions that require special care.

### **Ordained Missionaries**

It is highly desired that persons looking forward to ordination should complete their preparation and arrange for this ordination, following the usual procedure at the annual conference to which they belong or by special arrangement with the Foreign Missionary Society.

### **Medical Missionaries**

Persons desiring appointment as physicians should be able to present a diploma from a recognized medical

school and should have in addition at least one year's hospital experience.

Graduate nurses and other persons with somewhat less than full medical training may be accepted for appointment upon presentation of evidence of the necessary general training for Christian service and special training for the particular form of medical work in which they desire to engage.

### **Educational Missionaries**

In view of the very unusual emphasis that is being placed on better educational work by secular agencies in each of our foreign fields, persons looking forward to educational work should have some professional training and experience before going abroad.

### **Wives of Missionaries**

While the wives of missionaries are not formally required to assume responsibility for the performance of any definite task in connection with the mission with which they are associated and to make reports on the same, yet with practical uniformity the wives of our missionaries have been regularly consecrated to missionary service and have gladly accepted assignments of work up to the full limit of their time and strength in connection with their necessary household duties.

Missionary wives and young women going out to be married are expected to follow the ordinary procedure in filling out the printed Forms giving the facts in regard to age, health, education and Christian experience.

### **Interview with Board Officers**

It is the practice of the Board before an appointment is definitely made to arrange a personal interview with the candidate in order that there may be opportunity for the fullest understanding and the foundation laid for an abiding friendship.

## **Designation to a Field**

In making appointments the candidate's preferences in regard to the field of service are taken into consideration. The desire of the Board is to assist each person appointed to discover the place and sphere of service where he or she can make the largest possible contribution to the Kingdom of God. The missionary is designated to a field and the initial appointment may be to a particular task. When appointed to a field the missionary is subject to the regulation of the Mission in that field.

## **Outfit**

Wherever possible it is hoped that friends, relatives or churches with which outgoing missionaries are connected will supply the funds such persons will require in making the preparation for their journey, and in furnishing the new home in a foreign field.

Where other funds are not supplied the Board makes a grant of \$200 to a single missionary and \$400 to a man and his wife. In the case of Africa, where the Board provides the heavy household furniture, the grant is one-half the above amounts. This allowance is granted only to new missionaries.

It is strongly advised that these grants be used with great carefulness if expenditures are made before sailing, and if funds are used for articles to be used abroad the advice of experienced missionaries be sought.

Married missionaries should retain at least one-half of their allowance for use when they reach their destination.

## **Return of Outfit**

In case a missionary retires from the service of the Board for any other consideration than that of health, the missionary may retain that proportion of the fund received for outfit that the period of service rendered bears to the term for which appointment was made.



## **Consecration Service**

In the experience of the Board it has been found very helpful to arrange, in harmony with the wishes of the candidate, a service at which the newly appointed missionary will be formally consecrated to his or her life work. Where at all possible the service is held in a church whose members already have a special interest in the person to be consecrated or in a church that wishes to link itself up to the foreign field by volunteering to support this new missionary as their special representative abroad. As this enables the one going away to carry for years the memories of a multitude of friendships, affords an opportunity to call other young people into definite Christian service and to challenge the whole church to dedicate itself to sacrificial living, this service should be looked forward to as one's crowning opportunity for service in the church in America.

## **Passports**

While passports are not absolutely necessary for all countries, because of exigencies which may arise in any foreign port we recommend all missionaries to procure them. Application blanks will be sent to persons under appointment when the field is designated.

## **Making the Journey**

The expense of the journey going to and returning from the field by the most direct route is paid by the Board. Any additional expenses incurred by a deviation from such direct route, and any expenses incurred that are not strictly traveling expenses, must be borne by the missionary personally.

In case a missionary wishes to travel by a longer route he is entitled to draw from the Board the amount usually granted for the direct route and to apply it on his expenses. Accounts of traveling expenses together with any balance should be reported promptly to the Missionary Treasurer on arrival in the field.

The Board also pays the freight and customs duties on two measured tons of baggage for each new missionary. A child traveling at less than full fare is entitled to a proportionate amount of baggage. The railways going west carry 350 lbs. of baggage free for persons holding Trans-Pacific tickets. That amount being also allowed on the ships on the Pacific. No freight allowance is granted new missionaries going to Africa, because of the fact that the heavy furniture is provided by the mission.

Each new missionary is allowed 100 lbs. of baggage in addition to what is carried free by railroads. Any amounts of baggage or freight in excess of the above must be paid by the missionary personally.

### **The Mastery of the Spoken Language**

By common agreement it is impossible to over-emphasize the importance of such a mastery of the language of the people with whom a missionary is associated that he both clearly understands and is understood. In view of the great intellectual awakening everywhere and the increase in each of our fields of vernacular literature every missionary, particularly every man, should be ambitious to read the language of his adopted country. Missionaries are expected to avail themselves of the advantages offered by special language schools where such schools exist. In other cases where the language must be learned by study with private teacher the necessary expense, when approved by the Mission, will be paid. It is expected that within two years all missionaries, except wives of missionaries who because of household duties and the care of children may find it impossible, will acquire the vernacular so as to be able to conduct services in it.

It is expected that the Mission will arrange examinations where such are not provided in the course for those of its numbers who are studying the language and report the results to the Board. It shall also report on the progress

of those in language school. Failure to attain results satisfactory to the Mission and the Board in the use of the spoken language will automatically cancel the commission of a missionary.

### **Remuneration for Outside Work**

The missionary shall give his full time and strength to the work which has been assigned to him. In cases of unusual emergency, a missionary, having obtained the approval of his Mission, may temporarily give such portion of his time as may be regarded necessary to work, other than that of the Mission to which he belongs. All fees and other remuneration received for such service shall be turned into the treasury of the Mission.

### **Resignation of Missionaries**

In case conditions arise that justify a missionary in the mind of the Board in offering his resignation, the Board will bear the expense of his return to the United States if made within three months of his resignation.

The Board, after consulting the Mission may recall a missionary from the field or revoke his appointment.

### **Traveling Expenses for Children**

The Board trusts that the number of journeys for which it will be asked to provide traveling expenses for children to and from the United States will be reduced to the minimum. In no case can the Board grant travel expense for more than five single trips to any one child, and in the judgment of the Board travel expense should not be asked for the return of a missionary's son or daughter to a foreign land after the age of sixteen years.

### **Salary**

The financial allowance of missionaries varies in the different fields. The desire of the Board is to make it possible for its representatives abroad to maintain the



vigor necessary to conduct a victorious warfare for a long period of years while keeping in mind also the ideal of sacrificial service that is inextricably inwrought in the foreign mission task. The grants have been made after a careful study of the cost of living in each field and consulting the experience of other Societies operating under the same conditions.

It is the purpose of the Board to make the salary sufficient, with wise economy, for comfortable support; "not sufficient to compensate for defects in financial management, nor so small that the more prudent may not have something to spare."

The missionary's salary begins on the date of sailing, at furlough salary rates, field salary beginning on arrival on the field and ceasing on leaving the field.

In addition to the salary grant a house is provided or the necessary rent is paid.

### **Children's Allowances**

Children's allowances vary according to conditions and educational advantages on the fields. No flat allowance is made covering all the fields because of such diversified conditions. The allowances are classed as follows: support allowance, varying according to age, educational allowances, varying according to educational advantages on the fields, and college allowance, conditioned on attendance at a United Brethren College in the United States.

### **The Term of Service**

It is the desire of the Board that missionaries should regard their calling as a life work and not to be turned aside by any obstacle which they can possibly surmount.

As four of our missions are located in countries where the climate is very taxing to most constitutions, experience has justified the wisdom of appointing missionaries for

terms of varying length at the completion of which they may, by the approval of the Mission and Board, return to the home land for both physical and spiritual invigoration.

The term of service for Africa is two years one month on the field, and eleven months absence.

The term of service for Japan is seven years on the field and one year and three months absence.

The term of service for China is five years on the field and one year and three months absence.

The term of service for the Philippines is five years on the field and one year and three months absence.

The term of service for Porto Rico is three years on the field and six months absence.

No missionary shall return to America for any length of time or for any cause without the sanction of the Mission and the Board. This applies to all missionaries and to all occasions, whether the absence be at the expense of the Board or of the individual.

Immediately on arrival in America, the missionary shall write the Secretary of the Board giving the date of arrival and his home address.

When health demands a furlough at other than the regular time, it will be necessary for the missionary to secure a certificate signed by two physicians, setting forth the need for such furlough. The application for special furlough on account of health shall be presented to the Mission and to the Board. In cases of extreme emergency for reasons of health, on the advice of two physicians and with the sanction of the Mission, a missionary may start for America immediately, but in such cases, notice shall be given to the Board by cable.

### **Furlough Travel**

The Board pays the expense of the missionary's return journey to his home in the United States, by the most

direct route. The place where he spends the greater part of his furlough being regarded as his home to which the travel should be paid, and not necessarily the farthest part of the country to which he may travel.

Where there is any extra expense incurred through deviations from the usual route by travel, or through delay over the time necessary to make connections with steamers, these expenses shall be borne by the missionary personally.

One measured ton of freight without customs duties is allowed each adult and one-half ton for each child and one hundred lbs. of excess baggage on the railways. In case curios form a part of the baggage the customs duty, if any, must be borne by the missionary personally. The grant for freight cannot be drawn unless the freight is actually shipped and the expense incurred.

Missionaries will understand the great necessity of arranging their travel on all occasions in the most economical manner consistent with comfort and safety.

Missionaries returning to America should at the earliest possible moment report to the General Secretary to what date salary has been received and the amounts received and expended for travel.

### **Furlough Allowance**

The allowance while at home shall be at the rate of \$62.50 per month for each duly appointed missionary, and \$115 for each married couple. The home allowance of widows and widowers with children shall be that of unmarried missionaries, plus the regular children's allowance.

The furlough allowance shall begin when the missionary leaves his station for furlough, and shall cease when he arrives at his station on return to the field.

Furlough allowance shall not be paid for more than fifteen months in America in any case, without special

action of the Board. Under special circumstances there may be an extension of the time of furlough.

This furlough allowance is supplemented by the regular children's allowance of \$100 for each child under twelve years and \$150 for each child over twelve and under eighteen per year in case of children in the family; and a special rent allowance, but only in case actual rent is being paid.

If a missionary home on furlough after one or more terms of service on the field is not returning, he shall be continued on furlough salary four months. Should the missionary be in ill health and so be unable to return, the Board may grant a special allowance as long as it sees fit. If a missionary who is not returning to the field assumes a position for which remuneration is received the Board may order the discontinuance of the furlough allowance any time before the expiration of the allotted period.

### **Work at Home**

It is earnestly desired that this furlough period may result not only in invigorated health but in the acquiring of better working methods and an enriched spiritual life. It is generally desirable that the missionary on furlough devote a part of his time to professional study or Bible courses, or both. Missionaries desiring to pursue such study should correspond with the Secretary of the Board before leaving the field for furlough in America.

The Board trusts that returning missionaries will have a just appreciation of the unique value of their testimony in winning new friends to the missionary movement, and of the importance of planning to give a reasonable period of time to the important work of presenting to the home churches the achievements and needs of the field in which they have been laboring. If a missionary desires to make appeals for special objects for his particular work on the



field, permission must be obtained from the Board and all gifts or pledges duly reported to same.

### **Vacations on the Field**

It is the desire of the Board that missionaries arrange for a brief vacation period each year on the field at such time and for such length as the mission shall suggest and the Board approve. In three of the fields rest homes have been provided.

### **Medical Expenses**

Where there is a medical missionary at a station it is understood that he will undertake the treatment of all missionaries at the station without charge. He shall leave his station in response to calls from other stations when emergency demands it. At stations where there are no medical missionaries a medical allowance will be made, the same to be included in the annual budget. The allowance is \$25 per year for each missionary on the field, but shall not be paid unless actually expended for medical service. Similar medical allowances are made for missionaries on furlough in America. Cases of unusual necessity may be presented to the Board for special consideration.

On arriving in America, every missionary shall have a medical examination at such place as indicated by the Board, to determine whether or not the state of his health is such as to require special treatment while at home. If such treatment is necessary, a second certificate will be required before the time of the missionary's return to the field, stating that he has sufficiently recovered to render his return to the field advisable.

### **Safeguarding the Native Church**

Each missionary regardless of what his or her particular assignment of work may be, should keep constantly in mind, that the one goal towards which the Board is direct-

ing its energy is the development of vigorous, self-sustaining, self-propagating churches in each field where Missions are sustained.

### **Personal Correspondence**

While a personal report from each missionary shall be prepared and submitted at the annual Mission Council meeting, it is not to be understood that the missionary's correspondence with the General Secretary is to be limited to that.

It is the wish of the Board that each missionary will feel the utmost freedom at any time in presenting the successes, failures and opportunities connected with his or her particular duties, to the General Secretary of the Board for mutual helpfulness in the prosecution of the missionary task.

However, it should be distinctly understood that no missionary should write letters to persons other than members of the Board, criticizing mission plans, fellow missionaries, or reflecting on the character of the work done in any way. Such letters are never fully understood by those unfamiliar with the details of the missionary problem, and may cause untold harm. All such communications should be sent to the Board, where remedial action can be ordered.

## CHAPTER III

### THE MISSION COUNCIL

#### The Necessity for Unfailing Good Will

In the prosecution of this task of building up new Christian churches various agencies participate. The whole church in America has its obligation; the members of the Mission Board and the Executive Committee have their particular functions; the missionaries commissioned and sent out and associated in a Mission Council have their special part to perform; the new believers, organized into churches, their ministers and officials have their distinct obligations and contributions to make.

It will be seen that this organization thus composed is really a great international Christian democracy, and more than mere national democracy requires for the successful attainment of its purpose, a thorough mutual understanding on the part of each member of the cooperating group, mutual esteem and trust, and the rarest unselfishness, humility, patience and good cheer.

#### Organization

The Mission Council shall be composed of all regularly appointed missionaries employed by the Board. Missionaries shall not be eligible to voting privileges in the Council until after one year's residence on the mission field.

The Mission Council shall elect a secretary who shall keep a proper record of its meetings in such forms as to be permanently available.

The secretary shall at his earliest convenience after the adjournment of the Council forward a correct copy of the minutes to the Board, together with copies of documents

that may be necessary to make clear any action of the Mission Council. A letter should accompany the minutes with explanation of each point that might be difficult for the Board to understand clearly without having heard the discussion preceding the action.

A Mission Council may elect an Executive Committee of not less than three nor more than five members, which shall have the usual ad interim powers exercised by such a committee. The Mission Superintendent shall be a member of this committee.

On questions involving request for appropriations on the field, for the transfer of funds from one department to another and the retirement of missionaries, a two-thirds vote shall be required.

Missions and missionaries in transmitting matters to the Board for action are requested to transmit them in strictly business communications, distinct from letters of general missionary interest.

The official correspondence, received either by the superintendent or secretary of a Mission Council, shall be preserved in such form that it may be seen, if desired, by any member of the Mission Council.

### **Supervision**

The Foreign Mission Board shall appoint a mission superintendent over each mission conference for one term, subject to reappointment, or his tenure of office may be terminated at any time at the discretion of the Board. He shall give general supervision to all the mission work conducted by the Board in the area included in the mission's activities. He shall conduct all the official correspondence with the Board except such as may be delegated to the secretary of the Mission Council, or to any special committees appointed by the same. He shall preside at all Council Meetings and foreign mission conference sessions, except in case a bishop is present at the for-



eign mission conference; then it shall be the function of the bishop to preside. He shall not have power to inaugurate new policies or make unusual changes, except on the authorization of the Board. He shall report the conditions and needs of the field to the home office from time to time, and prepare an annual report of the mission's activities for the annual meeting of the Board.

### Functions

It is highly important that each missionary keep distinctly in mind the functions of the Mission Council, and not allow them to become confused with the rights and duties of the Foreign Mission or Annual Conference. The Mission Council is the representative of the Foreign Missionary Society and the United Brethren Church on the foreign field. It is to embody and carry out the will and purpose of the Church at home as it relates to the evangelization of the particular country in which it (the Council) exists and operates.

It shall cooperate with the mission superintendent in the general supervision of the work, by committee or otherwise, especially with reference to the division of the missionaries' work, the budget, and the administration of mission funds. It shall control all mission institutions within its bounds. All questions of policy and method are subject to its judgment. All requests requiring the action of the Board should be accompanied by the action of the Council upon them.

No new stations shall be opened or important changes inaugurated, or extensive work undertaken, except on authorization from the Board at the recommendation of the Mission Council.

At any time when it may appear to the Mission in the field that a missionary's usefulness has been seriously impaired, it is the duty of the Mission after careful investigation to report the matter to the Board with recommendations.

### **Assignment of Work by the Mission Council**

All missionaries appointed by the Board are usually sent out in response to a request coming from a Mission, to take up a special task.

It is understood, however, that this initial appointment is only temporary, and that such appointees will at the first meeting of the Mission Council, and thereafter, receive their assignment of work for the following year the same as other missionaries. The Mission Council, which is responsible for the permanent welfare of the work under its control, will not be unreasonable in assigning the members of the staff to duties for which they regard themselves unfitted.

In case a missionary feels that his interests have not been properly considered by the Mission, he is at liberty to state his convictions before the Mission Council, or Executive Committee, in order to give full opportunity for frank consideration by all parties concerned. Should this action prove fruitless, the missionary having filed a duplicate copy of his appeal with the Mission Superintendent, may appeal to the Board, whose good offices will be used to secure a satisfactory adjustment.

### **Reports**

Each missionary shall prepare a brief written report of his or her labors during the year to be submitted to the Mission Council.

All these reports should be heard, approved or, if necessary, amended by the Mission, and then forwarded to the General Secretary of the Board by the Secretary of the the Mission Council.

### **Estimates**

At the annual meeting the Mission Council shall prepare a careful estimate of its expenses for the following year.

The estimates should indicate, first, what is needed for the work of the ensuing year, the amount not to exceed the grant of the year preceding that for which the estimate is made; and, secondly, if more is required, how the Mission would spend the desired increase.

Each station in preparing its estimates shall consult with the proper agents of the native Church so as to secure its proper share in, and responsibility for, the support of all evangelistic and educational work. The amount given by the native Church and the amount of help asked from the Board shall be clearly stated.

In case any work is partially supported by receipts upon the field, the estimated receipts shall be carefully stated, and also the estimated expenses, and only that amount shall be asked which is needed to meet the estimated deficit.

It is understood that where the new budget exceeds the total amount expended during the preceding year, increased payments under the new budget will not be made until it has been definitely sanctioned by the Board.

It shall also make recommendations as to what new or advanced work shall be undertaken. These recommendations to include such matters as new or additional missionaries for the staff, the purchase of additional ground or erection of new buildings, the opening of new centers or entering of larger fields. It is understood that the Council, following its best judgment, shall make these recommendations in the order of their urgency.

Each Mission is expected to keep its expenditures within the appropriation granted by the Board. Any overdraft will be charged against the appropriation for the following year. Any unexpended balance of the appropriation remaining in the hands of the Treasurer at the end of the year shall be reported to the Home Board.

These provisions consider the financial estimates, as estimates only, which may in whole or in part be granted by the Board.

The Mission is made responsible for the wise and careful expenditure of all funds appropriated.

Missionaries on the field shall report all special gifts received for the work to the mission treasurer, and shall have the accounts for the same audited as with all other funds.

### **Special Appeals**

Attention is called to the very great importance of each mission giving such careful consideration to each department of the work under its direction that there will be no necessity for any individual missionary to make special appeals for objects not included in the budget, to individuals, Sunday schools or churches in America. Such appeals generally represent the opinion of only one or the opinion of a very small group of missionaries instead of the judgment of the entire mission. These special appeals tend to confuse the judgment of the persons to whom they are addressed and hinder the larger appeal that it is necessary for the Board to make for the entire work.

The aid of each missionary through prayer, counsel, personal correspondence and articles to the various church publications is most sincerely desired, in order that the whole church may see the whole task abroad.

In case needs of unusual importance arise during the year they should be brought promptly to the attention of the Mission Council or its appropriate Committee, by which they will be forwarded through the proper channels to the Board for special consideration.

### **Transfer of Funds on the Field**

Appropriations by the Board are made on the basis of the annual estimates sent in by the Mission Council. Generally the appropriations must be made less than the amount placed in the estimate. In any adjustment of the budget for the year, the Mission may not exceed the



amount of the appropriation allowed. Certain items of the budget, such as missionaries' allowances, field and furlough salaries, travel and other fixed expenses may not be reduced by the Mission and will not be reduced by the Board, except in case of emergency.

If the Mission deems it necessary it may transfer funds from one department to another, or it may in the interest of the whole work reduce one department's funds to augment another.

In effecting transfers and reductions the Mission is expected to take into consideration the special support of objects by individuals and not to disturb such support without the consent of the contributors, or at least until the matter has been adjusted by the Board.

### **Mission Treasurer**

The Mission is responsible for receiving and disbursing all moneys sent to the field. The Mission Treasurer by virtue of his office becomes responsible to the Mission and the Board for the receiving and disbursement of funds according to the regulations of the Mission and of the Board. The Treasurer of the Mission shall have custody of all legal papers and shall keep the official accounts in permanent records, which are the property of the Mission. He shall keep a file of official correspondence connected with his office.

The treasurer shall not advance to any missionary or station funds in excess of the amount due for the current quarter, unless by special order of the Mission.

The accounts of the Mission Treasurer shall be audited by a committee of the Mission. In making this audit account shall be taken not only of the footings and vouchers presented, but the Committee shall also make a report as to whether funds have been expended in accordance with estimates or appropriations that have been approved. The audit of the Committee shall include all funds in the

custody of the treasurer, and an examination of the cash in bank.

The Committee shall certify that the audit has been made according to the regulations of the Mission and the Board, and a signed copy of its report shall be sent to the Board.

The Books of the Mission Treasurer must be open for the inspection of any member of the Mission at any reasonable time.

The Treasurer shall report at the close of each quarter to the Board all receipts and disbursements.

### **Property**

No property is to be purchased or sold, nor any building erected for the Board without its sanction. None of its property is to be mortgaged or assigned for any debt. All property given or purchased for its use shall be transferred at once to it or held in trust for it.

Gifts on the field or from sources outside of the Board's treasury for the erection of buildings on property of the Board, or for enlarging or improving buildings already in use, or for acquiring new property, must be reported to the Board, and before these gifts are expended full plans of the improvements contemplated must be submitted to the Board for its approval.

All repairs on buildings shall be included in the general estimates and no enlargement or alteration involving expense shall be made without the concurrence of the Mission or its appropriate Committee, and if amounting to more than \$250.00 the sanction of the Board.

Title deeds of all property are to be duly recorded in the way required by the government within whose territory the Mission is located.

Each year a statement giving full details of all new property acquired, or new buildings erected, should be sent to the Board so that the Board's files may be kept up to date.

It is important that photographs and plans of buildings and diagrams accompany these property statements. Missionaries who expend funds belonging to the Board, or who in any way involve the Board in property or financial obligations without the consent of the Board, will be held personally responsible for the amount.

### **Control of Property**

At the annual meeting of the Mission Council all questions that may arise during the year, in relation to lands and buildings, may either be committed to the Executive Committee or to a special Property Committee elected for that purpose.

In addition to the sanction of the Board the approval of the Committee charged with this responsibility shall be necessary before lands are bought or sold or buildings are erected or improved.

This committee shall also have general supervision in the erection or repairing of buildings.







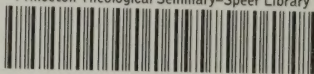






BX9878.76 .A53  
The missionary manual.

Princeton Theological Seminary-Speer Library



1 1012 00045 8002